



System Training and Response (STaR) Team – SAIS Workshop

SAIS Requirements Related to Special Education Programs

This presentation is intended to provide a comprehensive overview of the procedures necessary to report information to SAIS for students who participate in Special Education (SPED) programs. The presentation will likely be of greatest benefit to personnel from local educational agencies who are new to the processes related to managing SAIS data for students who participate in these programs. Though welcome to attend, those with previous experience in these areas may only be interested in changes put in place for the current year and may find the presentation to be of lesser value.

Detailed information regarding changes to SAIS requirements for Fiscal Year 2009 is available as part of the SAIS Information Series at <http://www.ade.az.gov/schoolfinance/star/>

Target audience

New users who have responsibilities related to collecting, submitting and verifying SAIS data applicable to students who participate in Special Education programs. (Optional for experienced users)

Topics

- Details (including related business rules) regarding the SAIS transactions applicable to students who participate in Special Education programs (SPED Service Participation, Early Childhood Preschool Assessment)
- Brief overview of the SAIS submission process
- Step-by-step instructions on the process of accessing and using the ADE generated Student Detail reports to verify the data that reside in SAIS relating to Special Education programs
- Understanding ADE timelines related to calculating funding for SPED program participants
- The purpose and use of the SPED07 report in relation to verifying the Federal SPED Census
- Brief overview of SAIS Online and information about upcoming new user training

Information for workshop participants

- Pre-registration through use of the ADE “Calendar of Events” located at <http://www.ade.az.gov/online/registration/calendar/RenderCalendar.asp> is required.
- Workshop dates and locations are found on page 2.
- Please visit the STaR Team web site at <http://www.ade.az.gov/schoolfinance/star/> to download the documents used to support this workshop. (Documents will be posted by noon on October 1, 2008.)
- Sessions will begin promptly at 9:00 a.m. Participants are asked to allow adequate time for travel, parking, and locating the classroom.
- Parking passes will be sent by email to those attending sessions at the ADE Student Services Building.

SAIS Requirements Related to SPED Data

All sessions begin at 9:00 a.m.

Northern Region Workshop Locations

Thursday, October 9, 2008	Humboldt USD Conference Room, 8766 E. State Route 69, Prescott Valley, AZ
Thursday, October 16, 2008	Flagstaff USD Boardroom, 3285 E. Sparrow Ave., Flagstaff, AZ
Friday, October 17, 2008	Kingman USD Boardroom, 3033 MacDonald Ave., Kingman, AZ
Tuesday, October 21, 2008	Whiteriver USD District Office DO#2, 959 S. Chief Ave, Whiteriver, AZ
Tuesday, October 28, 2008	Chinle Mesa View Elementary, Room C210, Highway 191N, Chinle, AZ

Central Region Workshop Locations

Friday, October 3, 2008	Arizona Department of Administration, Room 300, 100 N. 15th Ave., Phoenix, AZ
Tuesday, October 14, 2008	ADE Student Services Building, Rooms 100/101, 2005 N. Central Ave., Phoenix, AZ
Monday, October 20, 2008	Industrial Commission of Arizona, Auditorium, 800 W. Washington, Phoenix, AZ
Friday, October 24, 2008	ADE Student Services Building, Rooms 100/101, 2005 N. Central Ave., Phoenix, AZ

Southern Region Workshop Locations

Tuesday, October 14, 2008	Graham County General Services Building Meeting Room, 921 Thatcher Blvd., Safford, AZ
Wednesday, October 15, 2008	Sierra Vista USD Special Services Building, 3401 E. Fry Blvd., Sierra Vista, AZ
Friday, October 17, 2008	Yuma ESD Boardroom, 450 West 6th Street, Yuma, AZ
Wednesday, October 22, 2008	Sunnyside USD Palo Verde Room, 2238 E. Ginter Road, Tucson, AZ
Friday, October 24, 2008	Nogales USD Conference Room, 310 West Plum Street, Nogales, AZ

For driving/parking directions, please click on:

Get Directions to STaR Team Workshop Locations at <http://www.ade.az.gov/schoolfinance/star>